

SAMPLE

Position Description - Board of Trustees
of a RECA. Basic Function

Direct and control the affairs and activities of the REC in the fulfillment of the objectives defined in the organizational papers, or adopted by the members.

B. Major Duties and Responsibilities

1. Perform those duties set forth in the Regulations or by-laws.
2. Control and conserve the assets, and exercise the corporate powers of the corporation.
3. Select, fix the compensation, designate the responsibilities, and delegate to the General Manager, authority commensurate with the results for which he is held responsible.
4. Establish and use the objectives, policies, programs, budgets, and other management controls necessary to direct the administration of the REC's affairs, and assure desired results.
5. Review periodic analyses of members' needs and direct whatever long-range forecasting and planning activities are necessary to assure that all phases of the organization's operations are adequately equipped to meet members' needs most effectively.
6. Maintain continuous control over the REC's activities through the consideration and review of periodic reports, analysis, and statistics submitted by the General Manager and the Treasurer; compare the current position with the requirements of approved goals, programs and budgets; effect remedial action through the General Manager whenever the need is indicated.
7. Consider and act on the membership applications recommended by the management, and to enforce existing membership contracts.
8. Assure that members' complaints and suggestions are sympathetically considered, that members are kept adequately informed of the affairs and activities of the REC, and that sound relationships, understanding, and communication are maintained between the management and members.
9. Have made annually an audit of the fiscal affairs of the REC by an outside independent auditor, employed and reporting directly to the Board.